

SECRET

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110105-9

REPORTS INVENTORY						CONTROL NO.			
PREPARE IN DUPLICATE						DDS/OF-170			
1. TITLE OF REPORT (if a fill-in report include Form No.) Account No. 1421, Advances for Subsidy Projects						2. TYPE OF REPORT			
3. FUNCTIONAL AREA						<input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING			
						PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY FINANCE	
						ADMIN. GENERAL OTHER (specify)			
4. NO. OF COPIES PREPARED		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly				6. DISTRIBUTION (No. of components not number of copies) 14			
7. FORMAT (memorandum, form computer print-out, etc.) Machine Listing		8. ADP PROCESSING <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO IF YES GIVE ADP PROCESSING NO. Job: 212, Prog: A-5-N				9. DIRECTIVE AUTHORITY REQUIRING REPORT			
10. PREPARING COMPONENT (include lowest level contributing information to report) Accounts				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)					
12. COST FACTORS									
A. MANUAL PREPARATION AND REVIEW COSTS									
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR		
Pro rata share of review, analysis and distribution time.							\$ 104.84		
B. COSTS OF COMPUTER PRODUCED REPORTS									
15 pages x 4 cys. = 60 pages x 3¢ = \$1.80 x 12 times =							\$ 21.60		
TOTAL COSTS PER YEAR						XXXX \$ 126.44			
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.									
14. FUTURE GOALS									
GOAL PROPOSED BY COMPONENT FOR THIS REPORT						ESTIMATED SAVINGS			
<input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE <input type="checkbox"/> OTHER (explain)						MAN-HOURS DOLLARS			
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION					18. EXTENSION		

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100110105-9

SECRET